



Connecting Buyers and Suppliers

OhioBuys Upgrade Features Spotlight



Department of
Administrative Services

Overview of OhioBuys Upgrade

The OhioBuys Upgrade will bring changes to the below core system modules. Overall, there will be new ways for end users to communicate directly and quickly within OhioBuys, including several enhancements to notification management aimed at centralizing actions, messages, and notifications.

Within the Solicitations and Contracts (S&C) module, there are various new features.

In addition to these updates, different user interface components of pages across OhioBuys have been improved to streamline the overall experience for users.

Core OhioBuys Modules with New Features to Highlight



Core Changes by Module

Request to Purchase Order (R2PO)

The R2PO process has received a number of improvements including:

- Hosted catalog searching and browsing experience
- User interface enhancements of the homepage and catalog
- Budget allocation information

Other Improvements:



The ability to obtain signatures as part of the PR approval process (similar to how OneSpan is used today on contracts)



Improvements for Suppliers' ability to acknowledge a PO and provide and/or request additional information



Shopping Lists – a revamp of the old Kits feature that allows users to group together commonly purchased items

Allocating Budget Information

Allocating budget information by amount or percentage will now be automatically dictated by the selected UOM (Unit of Measure) for a line item:

1. **Items with a UOM of AMT:** OhioBuys will only display the option to make allocations by Amount in the Incl. Tax Amount (USD) field.
2. **Items with any UOM that is NOT AMT:** OhioBuys will only display the option to make allocations by Percentage.

Ordered Qty ⓘ*		
<input type="text" value="1.00"/>	AMT ⓘ	

↓

Site ⓘ	Budget Reference	Incl. Tax Amount (USD) ⓘ
ADJ111000 Executive BEAR ⓘ	<input type="text"/>	<input type="text" value="100.000"/>

Ordered Qty *		
<input type="text" value="1.00"/>	Each ⓘ	

↓

Site ⓘ	Budget Reference	Percentage ⓘ
ADJ111000 Executive BEAR ⓘ	<input type="text"/>	<input type="text" value="100.00"/> %

Core Changes by Module

Solicitations and Contracts (S&C)

This upgrade sees the largest improvements within Solicitations, including:

- The ability to individually reach out to Suppliers for bid clarifications without creating an entirely new lot or round
- the ability to add solicitation documents that more easily carry over into contracts
- revamped and enhanced user experience on the Analyze and Award tab.

Other Improvements:



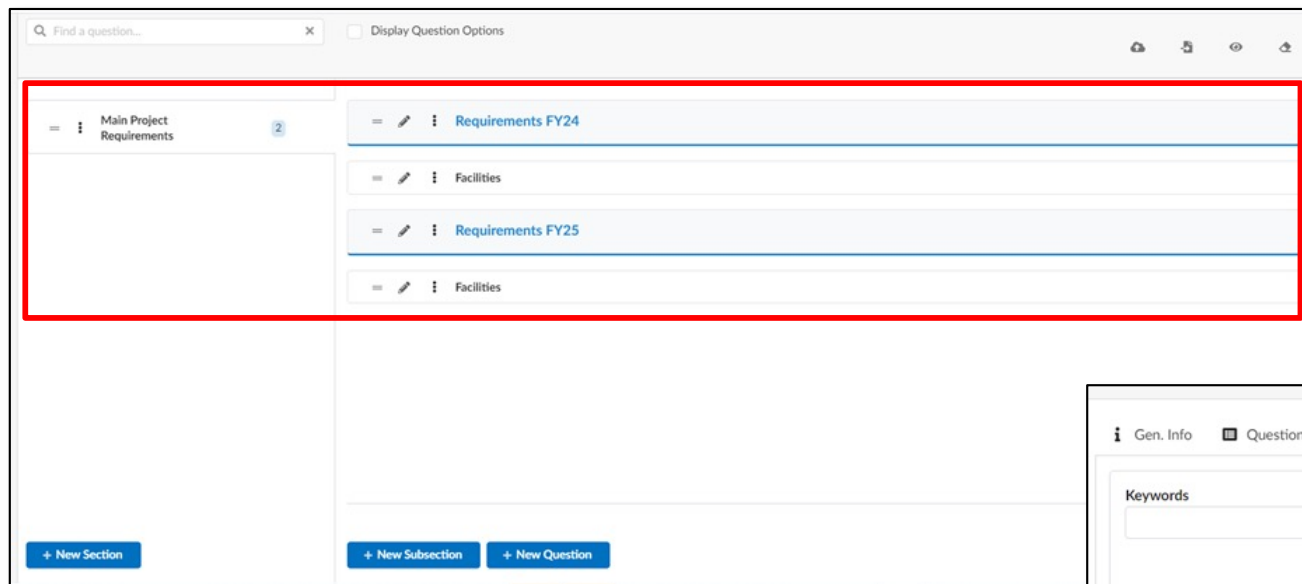
Greater flexibility in creating additional lots/rounds with double and triple envelope solicitations (RFPs)



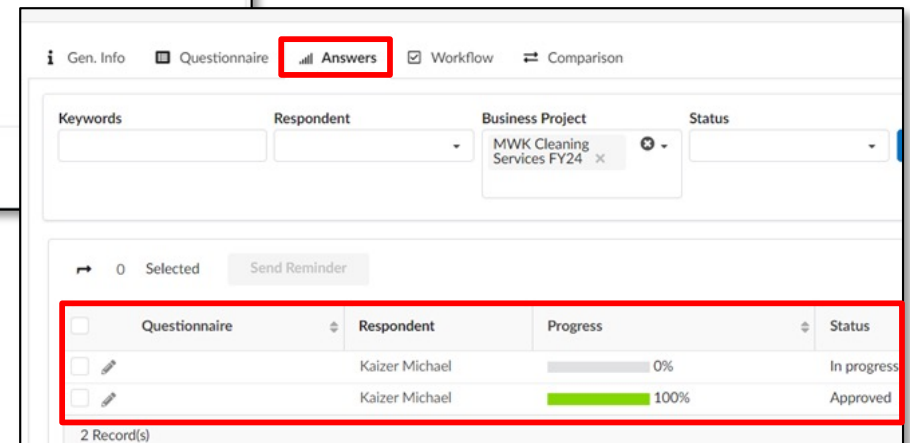
Introduction of a new tool called Price Management Events – similar to a sourcing project using an existing contract to get updated item information from the Supplier(s) on that contract.

Improved Questionnaire UI

The Upgrade has significantly revamped the questionnaire UI, making them more user-friendly, intuitive, and will now closely mirror the creator and responder views.



This screenshot shows the 'Main Project Requirements' section of the questionnaire creator. A red box highlights the list of sections: 'Requirements FY24', 'Facilities', 'Requirements FY25', and 'Facilities'. The interface includes a search bar at the top, a 'Display Question Options' checkbox, and buttons at the bottom for '+ New Section', '+ New Subsection', and '+ New Question'.



This screenshot shows the 'Answers' tab of the questionnaire responder interface. A red box highlights the table of responses. The table has columns for 'Questionnaire', 'Respondent', 'Progress', and 'Status'. It shows two records for 'Kaizer Michael'.

Questionnaire	Respondent	Progress	Status
	Kaizer Michael	0%	In progress
	Kaizer Michael	100%	Approved

2 Record(s)

Core Changes by Module

Solicitations and Contracts (S&C)

The entire Contracts authoring module has been redesigned and enhanced including improvements to:

- Native authoring
- MS Word-based authoring
- version control
- document management

Other Improvements:



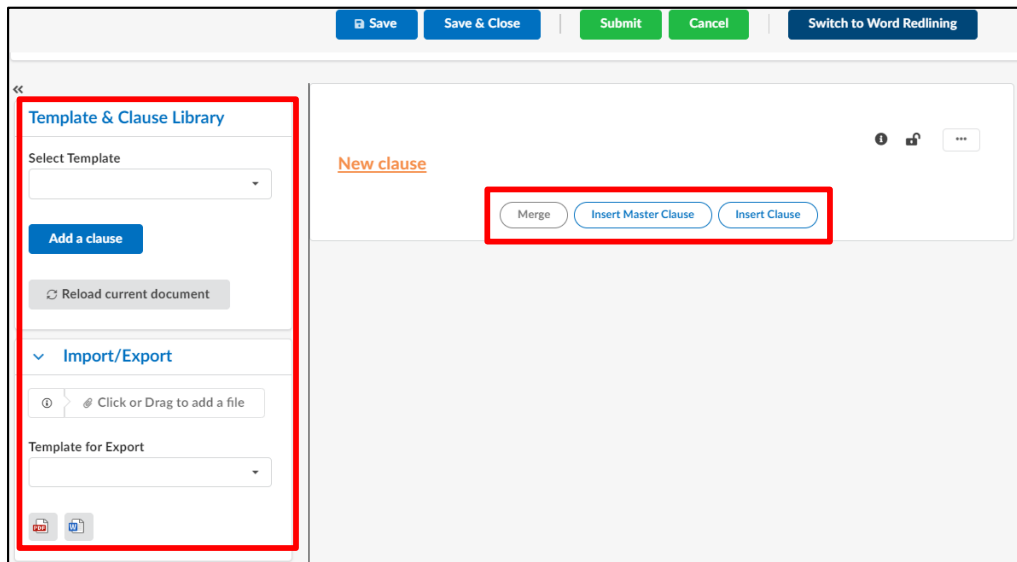
New contract lifecycle management views



Easier contract document storing mechanics when creating an amendment

Contract Document Authoring

The entire authoring module has been redesigned and enhanced, with improvements to both Native and MS Word-based authoring, version control, and document management more broadly.



Native-based
authoring

